

Presumptive Eligibility Tool ILT

Adult

Presumptive Eligibility Tool ILT: Adult

Introduction

In this course you will learn about the:

- Goals of Presumptive Eligibility
- Basics of the PE Tool
- PE for Adults
- Medical Consumer Self-Service Portal
- Various Administrative Features in the Tool



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Agenda

- **Lesson 1: Overview**
- Lesson 2: PE Tool Basics
- Lesson 3: PE Adult
- Lesson 4: MCSSP
- Lesson 5: Administrative Features



Presumptive Eligibility Tool ILT: Adult

Lesson 1: Overview > PE Defined

Presumptive Eligibility (PE) is a program that provides temporary medical coverage for eligible persons at the time a medical service is provided. Only designated clinics and hospitals, referred to as Qualified Entities (QE), are able to determine eligibility for PE.

A goal of the PE program is to provide temporary medical coverage while the person successfully completes the KanCare application process.

Related to this is the PE program's ultimate goal: to enroll eligible persons in ongoing KanCare coverage.

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Lesson 1: Overview > PE Defined

In addition to completing the PE determination, QE staff work with consumers to complete the KanCare application and obtain the verifications needed to determine eligibility.

The work of Qualified Entity staff is essential in meeting the goals of the PE program.

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Lesson 1: Overview > PE History

Prior to the KEES project, PE determinations were completed by using a paper Tool which was then faxed into the KanCare Clearinghouse.

This changed with the creation of a web-based Tool that was implemented during Phase 1 of KEES (approximately June 2012). The Phase 1 PE Tool completed determinations for the Presumptive Eligibility for Children (PE CH) program. Populated notices and release forms were also part of the Phase 1 PE Tool. Throughout Phase 1, QE staff continued to fax notices and releases to the KanCare Clearinghouse.

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Lesson 1: Overview > P2 Functionality

The Phase 2 PE Tool builds and expands upon this functionality. The main features of the new P2 PE Tool are:

- A separate PE Tool for Pregnant Woman (PE PW).
- A separate PE Tool for Adults (PE Adult).
- Data as well as the results from the PE Tool will be automatically sent to the new eligibility system, KEES.

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Lesson 1: Overview > Summary

That completes Lesson 1. This Overview lesson discussed the:

- Definition of PE
- Goals of PE
- Phase 1 PE Tool
- Phase 2 PE Tool

We will review PE Tool Basics next.



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Agenda

- Lesson 1: Overview
- **Lesson 2: PE Tool Basics**
- Lesson 3: PE Adult
- Lesson 4: MCSSP
- Lesson 5: Administrative Features



Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login

As mentioned in the previous lesson, the Presumptive Eligibility (PE) Tool is a web-based application. It is accessed via a URL or link on the Internet. Upon clicking the link, the Login to the PE Tool is displayed.

The screenshot shows the login interface for the KanCare Presumptive Eligibility (PE) Tool. At the top left is the KanCare logo with the text 'Home' above it. To the right of the logo is the title 'PRESUMPTIVE ELIGIBILITY (PE) TOOL'. Further right is a link for 'For Tech Support' with a phone icon and the number 'Call: 1-877-782-7358'. Below the header is a section titled 'Information' with a list of links: 'Policy & Training', 'Customer Self-Service Portal', 'Customer Release Form', and 'Change Password'. To the right of this list is a photograph of four diverse children smiling. Below the photo is a login form with two input fields labeled 'User Name' and 'Password', and a blue 'Log In' button. At the bottom of the page, a message states 'This website is best viewed on Internet Explorer.'

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page

On this page, the following can be found:

- Username and Password Text boxes
- Links to:
 - Policy and Training
 - Medical Consumer Self-Service Portal
 - Customer Release Form
 - Change Password
- The number for Tech Support

Home

KanCare PRESUMPTIVE ELIGIBILITY (PE) TOOL

For Tech Support
Call: 1-877-782-7358

Information

- Policy & Training
- Customer Self-Service Portal
- Customer Release Form
- Change Password

User Name

Password

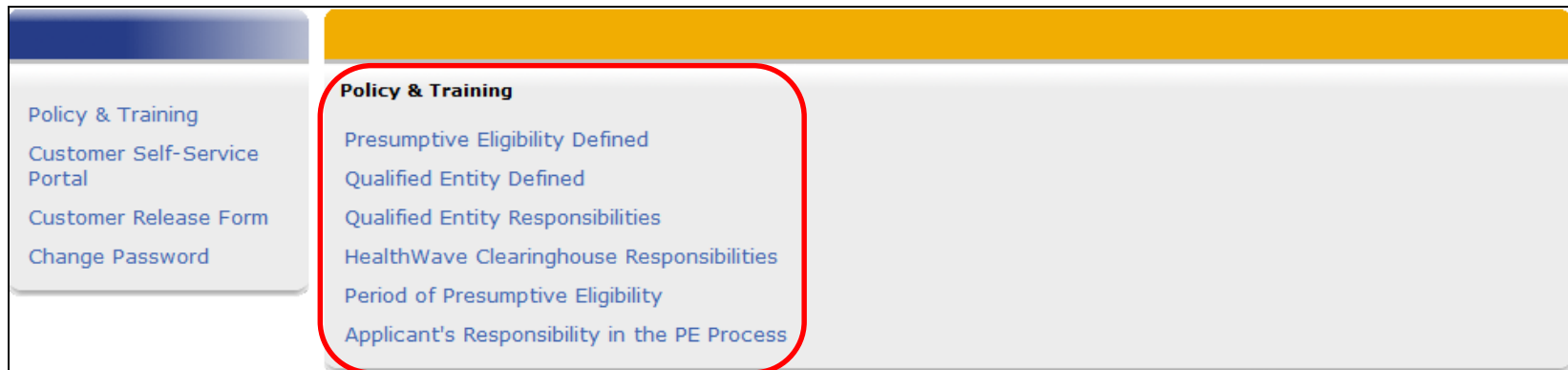
Log In

This website is best viewed on Internet Explorer.

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page > Policy and Training Links

Policy and Training is the first link on the Login page. Clicking this link navigates the user to various Policy references and mandates that pertain to Presumptive Eligibility. Each reference is a hyperlink that directs the user to the related information.



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Lesson 2: PE Tool Basics > Login Page > Policy and Training Links

The Policy and Training information will display in a separate pop-up window. Click the X at the top right-hand side of the pop up window to return to the PE Tool.


The screenshot displays the 'Presumptive Eligibility (PE) TOOL' interface. At the top, there is a navigation bar with 'Home', 'KanCare', and 'PRESUMPTIVE ELIGIBILITY (PE) TOOL'. A 'For Tech Support' link with a phone icon and the number 'Call: 1-877-782-7358' is also present. Below this, a sidebar on the left contains links: 'Policy & Training', 'Customer Support Portal', 'Customer Resources', and 'Change Password'. The main content area is titled 'DETAILS' and features a sidebar with links: 'Elderly & Disabled Medical', 'Other Resources', 'Full Manual', 'Admin Login', 'Related Sites', 'KS Dept of SRS', 'KS Dept of Administration', and 'Kansas.gov'. The main content area displays the '1408.02 Qualified Entity Responsibilities' section, which states that staff at each Qualified Entity are responsible for identifying children who could benefit from the Presumptive Eligibility Program. It further details the responsibilities of the Qualified Entity staff, including making presumptive decisions, assisting families with the application process, and providing support through the application process. The text also mentions that the Presumptive Eligibility determination is submitted electronically to the KanCare Clearinghouse and is final, with no appeal rights. It notes that each Qualified Entity maintains records of all determinations and that the Qualified Entity submits additional documentation, such as a signed Release of Information form, and copies of the approval letter to the KanCare Eligibility Clearinghouse within 2 business days of the determination. Finally, it states that the Qualified Entity provides each child determined eligible with verification of their coverage start date, which is in the form of an approval letter including the adult caretaker's name, the household's address, the child's name, the child's date of birth, and the child's Social Security Number (if known). The approval letter is proof that the child is covered for up to 7 days. After 7 days, the child has their medical card and uses this as proof of coverage.

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page > MCSSP Links

The next link is to the Medical Consumer Self-Service Portal (MCSSP). The MCSSP is a web-based application for KanCare benefits.

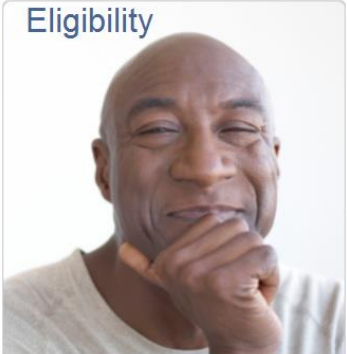
[Home](#)
Language English [Go](#)


MEDICAL CONSUMER SELF-SERVICE PORTAL


[Log In](#)
[Forgot User Name](#) [Forgot Password/PIN](#) [Sign Up](#) [Help](#)

Information
Links
[Contact Information](#)
[Program Information](#)
[Frequently Asked Questions](#)
[How To Use This Site](#)
[Give Us Your Feedback](#)
[Request Case Access](#)


KanCare offers coverage for: Children, Pregnant Women, Families With Children, Elderly, Adults With Disabilities and Children With Disabilities.

CHECK
Eligibility


Check to see if you may be eligible for medical assistance.

APPLY
for Medical Assistance


Apply for medical assistance

ACCESS
my KanCare


Access will be granted upon log in.

This website is best viewed on Internet Explorer.

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page > MCSSP Links

An overview of the different sections of the MCSSP is listed below. More information about completing the MCSSP application will be discussed in Lesson 5.

Check Eligibility



A self-assessment to check for potential eligibility.

Apply for Medical Assistance



Web-based application for all medical programs.

Access my KanCare



Access to submitted MCSSP applications.


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Lesson 2: PE Tool Basics > Login Page > Customer Release Form

A blank Customer Release form can also be accessed on the login page. QE staff can use this if a Release form is needed outside the context of the PE Tool.

Please fill out the following form.
Highlight Existing Fields

Division of Health Care Finance
Landon State Office Building
900 SW Jackson Street, Room 900-N
Topeka, KS 66612



Kansas

Click on Tools, Sign, and
Comment to access additional
features.

Phone: 785-296-3981
Fax: 785-296-4813
www.kdheks.gov/hcf/

Robert Moser, MD, Secretary

Department of Health & Environment

Sam Brownback, Governor

In Regards to:

Client Name:

Client ID or SSN:

Authorization for Release of
Protected Health Information
Please fill in ALL Blanks

I, , hereby authorize the use of disclosure of my health information as described in this authorization.

1. Specific person/organization (or class of persons) authorized to provide the information:

Kansas Department of Health and Environment(KDHE) & Division of Health Care Finance (DHCF)
2. Specific person/organization (or class of persons) authorized to receive and use the information:
3. Specific and meaningful description of the information:
 Please describe the information you wish DHCF and DCF to disclose, for example:

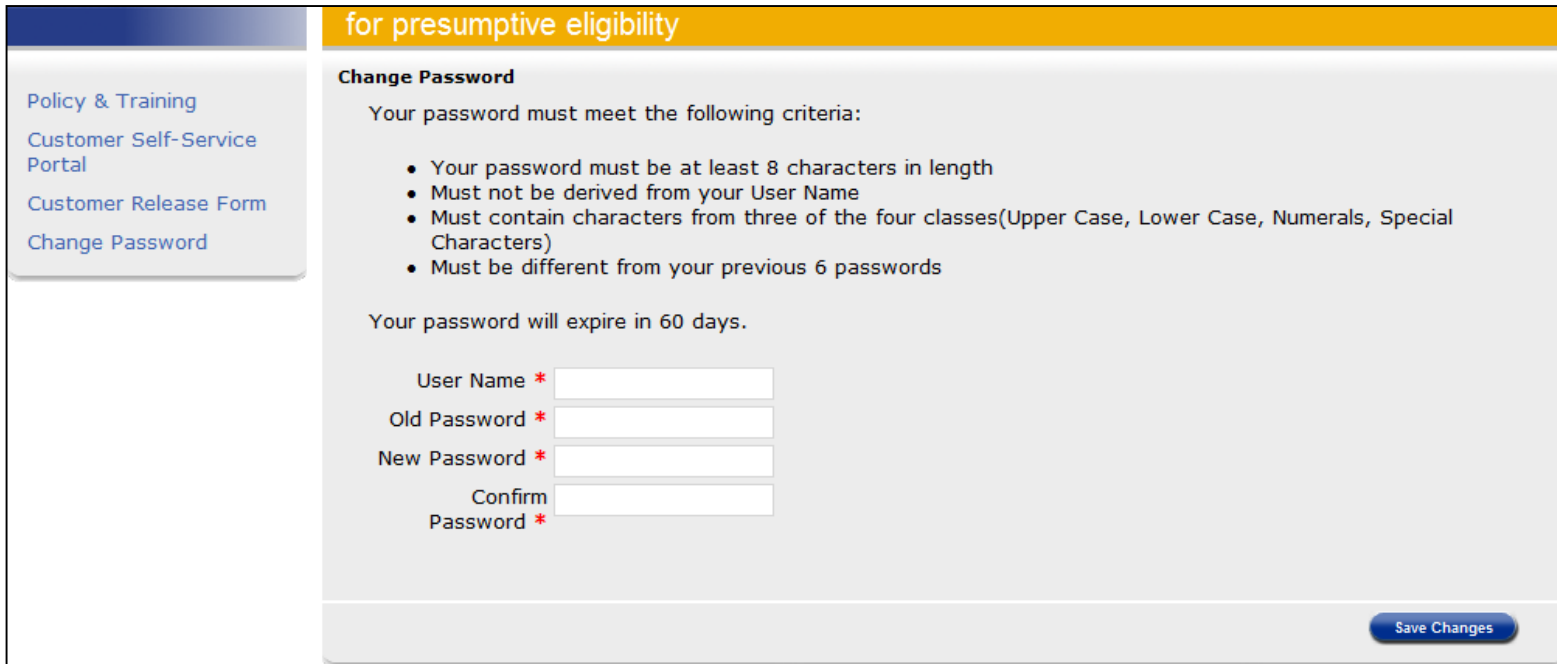
☐ Written, electronic and oral information related to eligibility for benefits for the time period commencing on
 date and continuing through date.

☐ Written, electronic and oral information including claims, reports, and other documents related to claims for benefits for an

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page > Change Password Link

The last link is used to change a password to the PE Tool. When you initially log into the PE Tool it's recommended that you change your password.



for presumptive eligibility

Change Password

Your password must meet the following criteria:

- Your password must be at least 8 characters in length
- Must not be derived from your User Name
- Must contain characters from three of the four classes(Upper Case, Lower Case, Numerals, Special Characters)
- Must be different from your previous 6 passwords

Your password will expire in 60 days.

User Name *

Old Password *

New Password *

Confirm Password *

[Save Changes](#)

To change a password, the User Name, Old Password, and New Password must be entered. The New Password must be entered again in the Confirm Password field.

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Lesson 2: PE Tool Basics > Login Page > Password Criteria

The following criteria pertains to the PE Tool password:

- It needs to be changed every 60 days.
- If the password isn't changed within 60 days, it will expire and lock the QE staff out of the PE Tool.
- A message will display 15 days before the password expires.
- Contact Tech Support if your password has expired so it can be reset.

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Lesson 2: PE Tool Basics > Login Page > Password Criteria

Passwords to the PE Tool must:

- Be at least 8 characters long
- Contain 3 out of 4 of the following:
 - Upper Case
 - Lower Case
 - Numerals
 - Special Characters
- Differ from the previous 6 passwords
- Differ from your User Name

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Login Page > Tech Support


The Tech Support phone number is the final field on the Login page to review. QE Staff need to call this number when they have technical issues, password problems, or questions regarding the PE Tool.

Home

KanCare PRESUMPTIVE ELIGIBILITY (PE) TOOL

Information

- Policy & Training
- Customer Self-Service Portal
- Customer Release Form
- Change Password



User Name

Password

[Log In](#)

For Tech Support
Call: 1-877-782-7358

This website is best viewed on Internet Explorer.

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Lesson 2: PE Tool Basics > Overview Page

After logging into the PE Tool, the PE Overview page is displayed. This page provides:

- Definitions of the PE programs
- General Rules of the PE Tool
- Instructions on how to complete each of the PE Tools

We'll review the General Rules of the PE Tools next.

Home

KanCare PRESUMPTIVE ELIGIBILITY (PE) TOOL

For Tech Support
Call: 1-877-782-7358

Logout

Information

APPLY
for presumptive eligibility

Presumptive Eligibility (PE) Overview

The Presumptive Eligibility program provides temporary coverage for specific populations. The PE Portal provides three separate tools for PE determinations. The three PE Tools are:

- PE- Adult: For adults ages 19 and above
- PE- Children: For Children ages birth - 18
- PE- Pregnant Women: For pregnant women who don't qualify for Adult or Child programs

Specific information for each of the tools is found in the information below.

General Rules about the PE Portal:

You may not have access to all PE Tools. This is based on the Qualified Entity (QE). For example, only approved hospitals have access to the PE-Adult tool.

In general, all members of a family are on the same PE case. You can navigate between tools to make PE determinations for all family members requesting coverage. Follow the buttons on the bottom of the screens.

The PE Portal requires the family to name a Primary Applicant. This is the adult head of household. The Primary Applicant is the same for all PE Tools needed for the household. Children under 18 cannot be listed as a Primary Applicant unless he or she is emancipated.

If the household consist of more than one adult who wants PE coverage, a separate PE Case may be needed. Follow these rules:

- Spouses that are living together must be on the same PE case
- Unmarried Couples that share children and are living together must be on the same PE Case
- Unmarried Couples that don't have mutual children are on separate PE cases
- Adult children (over age 18) are on a separate PE case from their parents, even if living together
- Other single adults will have their own PE case

For pregnant women, always complete the PE-Adult (if accessible) prior to completing the PE-Pregnant Woman tool.

For the PE-Adult Tool a user has the option of a **Withdrawal Request** button. The **Withdrawal Request** button serves as an exit for an applicant who does not wish to provide required information, or does not wish to continue with the application process. If the user clicks the **Withdrawal Request** button the PE Tool navigates to the results page which will show a denial. Accepting the denial result generates a denial notice for the applicant.

The PE Tools are designed to use information gathered from a consumer to determine eligibility for the Presumptive

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > PE Overview > General Rules

QE Staff may not have access to all of the PE Tools.

The PE Adult Tool will only be provided to approved hospitals.

In most situations, all family members should be on the same PE case.

Navigate between the Tools to complete determinations for all family members.

When multiple family members apply for PE the Tools must be completed in a specific order.

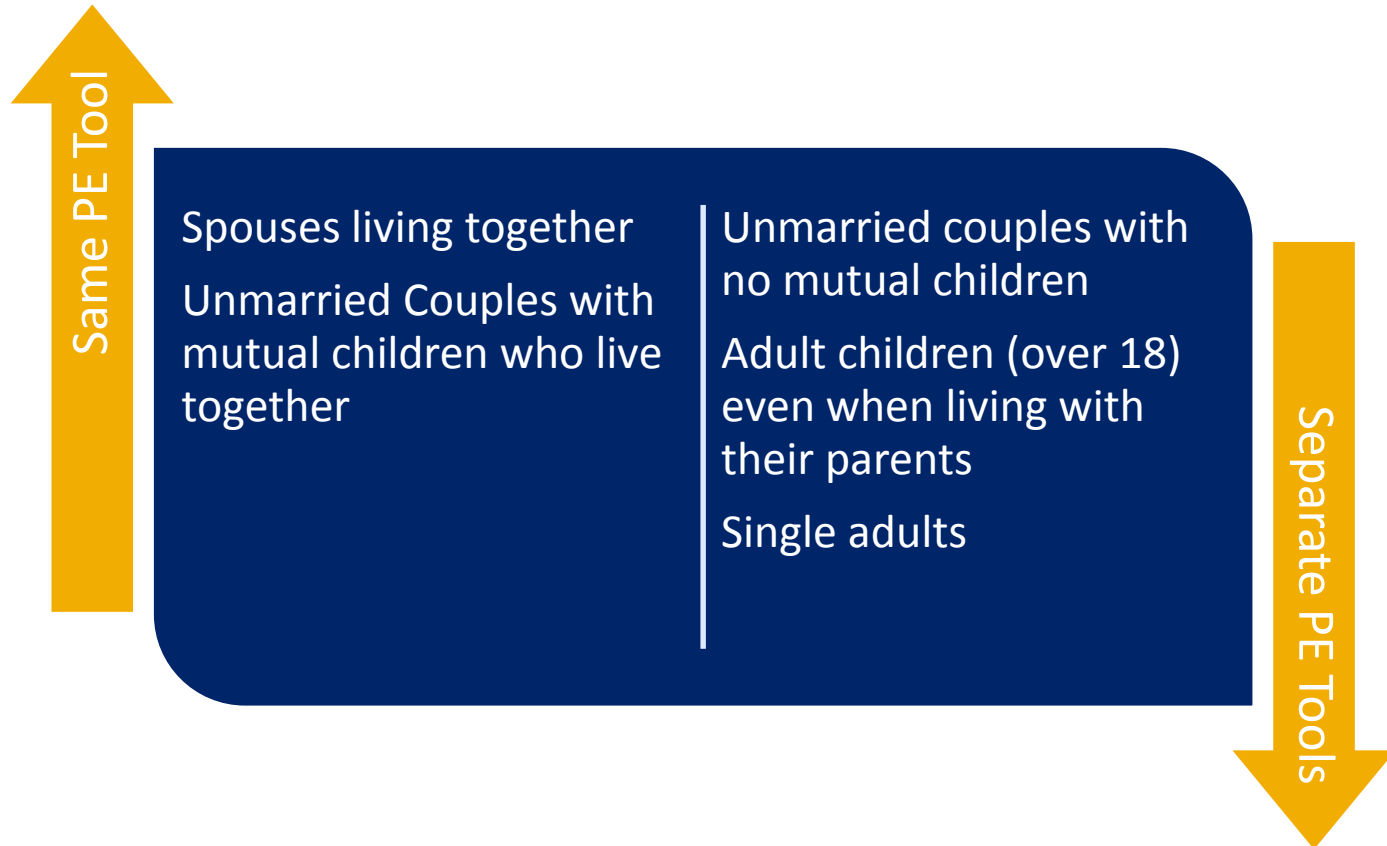
The order to follow when using multiple Tools for a single household is
PE Adult > PE PW > PE CH

A Primary Applicant is needed for all PE Tools.

The Primary Applicant must be the same for all PE Tools completed for a household.

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > PE Overview > General Rules



Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Primary Applicant Defined



Primary Applicant Information is the first page for all of the PE Tools. This page is used to gather information regarding the person, parent, or caretaker who is the head of the household. The Primary Applicant may be applying for themselves and/or on behalf of others in their household. As stated earlier, the Primary Applicant is the same when multiple PE Tools are needed for a single household.

Primary Applicants are:

- Adults
- Legally Emancipated Minors

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Primary Applicant Information

Home  **PRESUMPTIVE ELIGIBILITY (PE) TOOL** For Tech Support  Call: 1-877-782-7358

Primary Applicant Information

The QE Staff and QE auto-populate based on the user's login information.

Customer Release Form
Change Password
My PE Applications

Qualified Entity Staff: Christie Jacox
Qualified Entity: Via Christi-St. Francis C
PE Determination Site* Select One

Select the appropriate PE Determination Site.

Date of PE Application: 05/05/2015
First Name * Middle Initial: Last Name
Social Security Number:
Date of Birth: *
Gender ☐ Male ☐ Female

The Date of PE Application only populates after the Results have been accepted.

Address Line 1 *
Address Line 2:
City * State * County: Zip Code *
Home/Alternate Phone Number: Cell Phone Number: Work Phone Number:
Is this person applying for PE? *
☐ Yes ☐ No
Which would you like to start an application for?

PE-Adult PE-Children PE-Pregnant Women

The following information is needed for the Primary Applicant Information page:

- First and Last Name
- Date of Birth
- Gender
- Address
- Applying for Self

Providing a Social Security Number is optional.

Presumptive Eligibility Tool ILT: Adult

Lesson 2: PE Tool Basics > Primary Applicant Information

Once the Primary Applicant Information page has been completed, you will need to choose which PE Tool to complete. Our next lesson will focus on the PE Adult Tool.

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Primary Applicant Information

Qualified Entity Staff:

Qualified Entity:

PE Determination Site*:

The Primary Applicant is usually the person who is the "head of household". The Head of household is never a child, unless emancipated.

Date of PE Application:

First Name *

Middle Initial:

Last Name *

Social Security Number:

Date of Birth: *

Gender ☐ Male ☐ Female

Address Line 1 *

Address Line 2:

City *

State *

County:

Zip Code *

Home/Alternate Phone Number:

Cell Phone Number:

Work Phone Number:

Is this person applying for PE?*

☐ Yes ☐ No

Which would you like to start an application for?

PE-Adult

PE-Children

PE-Pregnant Women

That completes Lesson 2. In this lesson, we reviewed the following pages in the PE Tool:

- Login
- Overview
- General Rules
- Primary Applicant Information

The PE Adult Tool will be discussed in the next lesson.



Presumptive Eligibility Tool ILT: Adult

Agenda

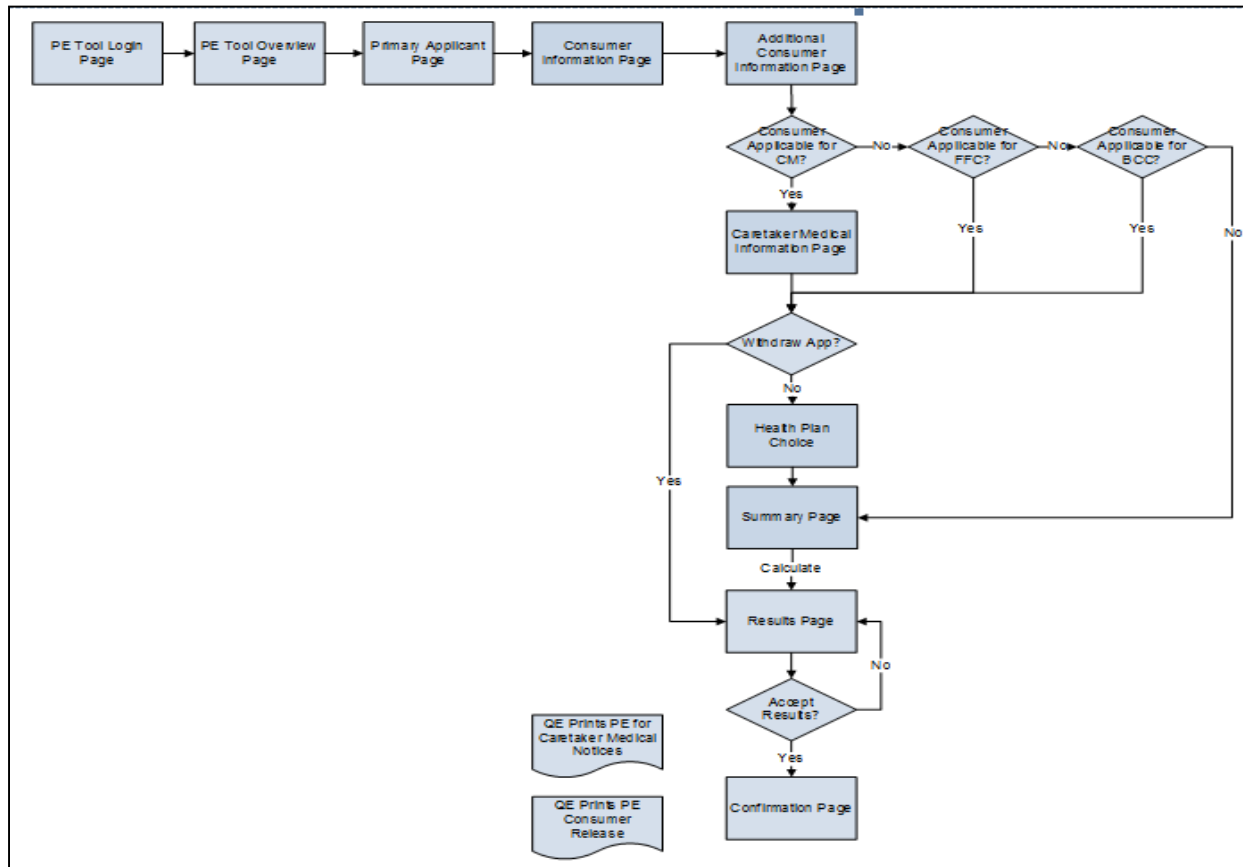
- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- **Lesson 3: PE Adult**
- Lesson 4: MCCSP
- Lesson 5: Administrative Features



Presumptive Eligibility Tool ILT: Adult

Lesson 3: Adult > PE Adult Tool Screen Flow

Clicking the PE – Adult button on the Primary Applicant Information page initiates the PE Adult Tool. Below is the screen flow of the PE Adult Tool.



Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Consumer Information

After clicking the PE – Adult button on the Primary Applicant Information page, the Consumer Information page displays.

The following information auto-populates when the Primary Applicant indicates that they are applying for coverage:

- Name
- SSN (optional)
- Gender
- Address
- Phone Number

The SSN may not be present as this is optional.

The consumer must answer the questions listed below:

- Parent/Caretaker of child under 19
- Living with a Parent/Caretaker Spouse of child under 19
- In Kansas Foster Care on 18th birthday
- Diagnosed by Early Detection Works (EDW)

for presumptive eligibility

Consumer Information

Qualified Entity Staff: Christie Jacox

Qualified Entity: Via Christi-St. Francis C

PE Determination Site*: Via Christi-St. Francis C

Date of PE Application: 05/16/2015

First Name *: Sunny

Middle Initial:

Last Name:

Social Security Number: 222-32-6546

Date of Birth: * 05/05/1984

Gender*: ☐ Male ☒ Female

Address Line 1 *: 222 NW Grove

Address Line 2:

City *: Topeka

State *: Kansas

County: Shawnee

Zip Code *: 66606

Home/Alternate Phone Number:

Cell Phone Number:

Work Phone Number:

Is this person the Parent/Caretaker of a child under the age of 19? * ☐ Yes ☐ No

Is this person living with a spouse who is a Parent/Caretaker of a child who is under 19? * ☐ Yes ☐ No

Was this person in Kansas foster care at the time of their 18th birthday? * ☐ Yes ☐ No

Has this person been diagnosed with breast or cervical cancer by Early Detection Works (EDW) entity? * ☐ Yes ☐ No

Withdrawal Request

Save and Continue

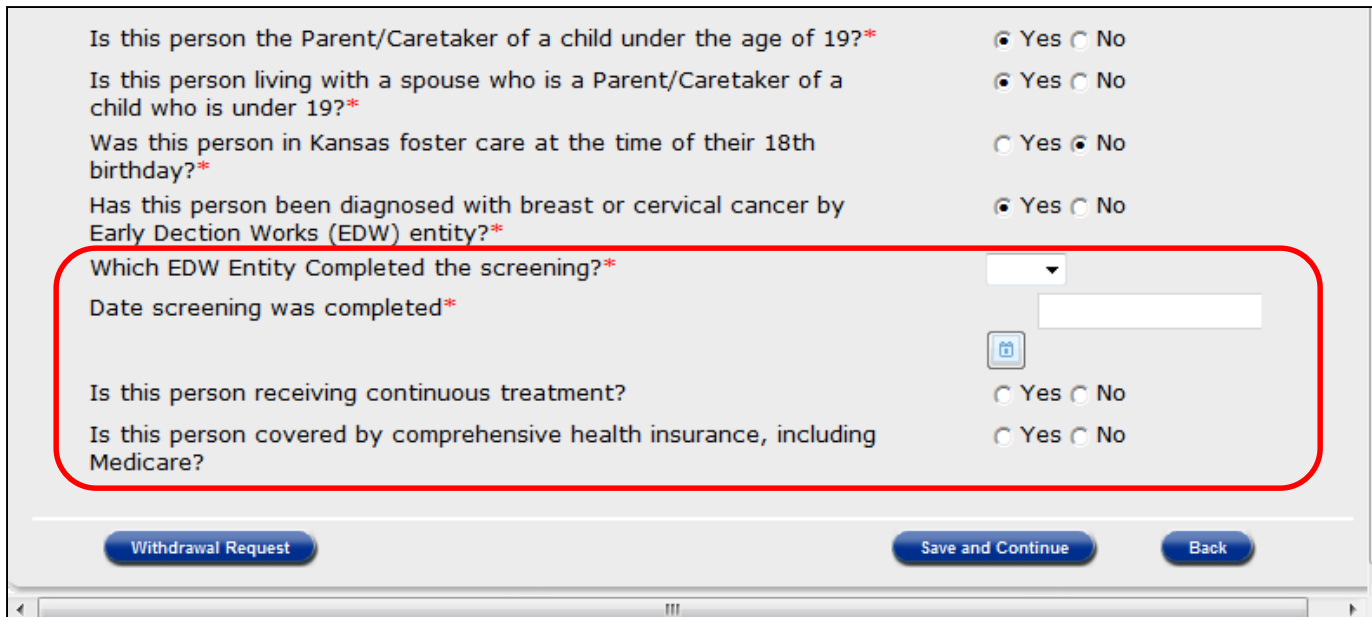
Back

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Consumer Information > BCC

When a consumer indicates that they have been diagnosed for breast or cervical cancer by EDW, additional questions display requesting the:

- EDW entity that completed the screening
- Date screening occurred
- Status of continuous treatment
- Presence of comprehensive health insurance



Is this person the Parent/Caretaker of a child under the age of 19?*

☒ Yes ☐ No

Is this person living with a spouse who is a Parent/Caretaker of a child who is under 19?*

☒ Yes ☐ No

Was this person in Kansas foster care at the time of their 18th birthday?*

☐ Yes ☒ No

Has this person been diagnosed with breast or cervical cancer by Early Detection Works (EDW) entity?*

☒ Yes ☐ No

Which EDW Entity Completed the screening?*

Date screening was completed*

Is this person receiving continuous treatment?

☐ Yes ☐ No

Is this person covered by comprehensive health insurance, including Medicare?

☐ Yes ☐ No

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Consumer Information > Withdrawal

At any point in the application process, a consumer can withdraw their request for coverage by using the Withdrawal button. Clicking the Withdrawal button takes the user to the Results page which indicates that the Tool will be denied due to the applicant's voluntary withdrawal from the PE process. Clicking the Accept Results button confirms the denial for voluntary withdrawal. Using the Back button returns staff to the Consumer Information page.

Is this person the Parent?

Is this person living with a child who is under 19?*

Was this person in Kansas on their birthday?*

Has this person been diagnosed with Early Decision Works (EDW)?

Which EDW Entity Company?

Date screening was completed?

Is this person receiving Medicaid?

Is this person covered by Medicare?

[Withdrawal Request](#)

for presumptive eligibility

Results

Denied:

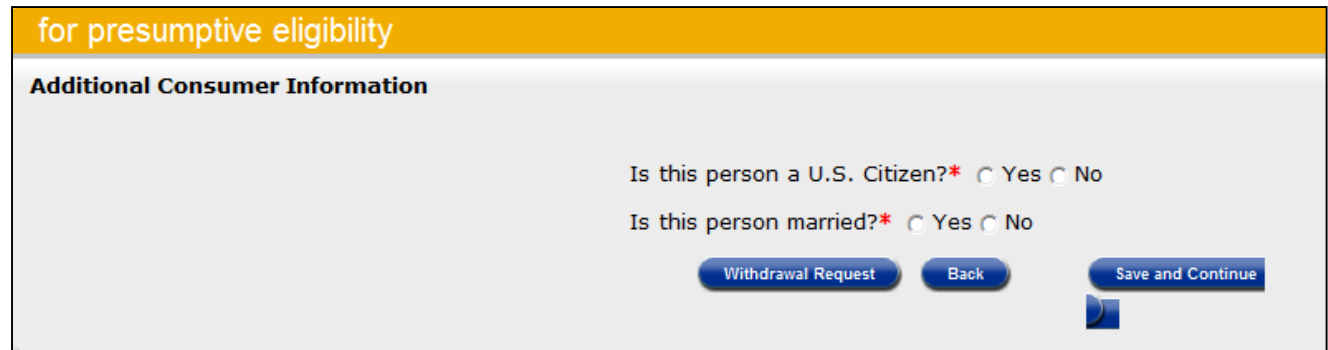
First Name	Last Name	Date of Birth	Result	Reason/Type
Sunny	Day		Denied	Voluntary Withdrawal from application by applicant

[Back](#) [Accept Results](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Additional Consumer Information

The next page displayed is Additional Consumer Information. Questions about the consumer's citizenship and marital status are located on this page.



for presumptive eligibility

Additional Consumer Information

Is this person a U.S. Citizen?* ☐ Yes ☐ No

Is this person married?* ☐ Yes ☐ No

[Withdrawal Request](#) [Back](#) [Save and Continue](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Additional Consumer Info > Non-Citizen

If the consumer is not a U.S. Citizen and answers Yes for the *Is this person a Documented Non-Citizen* question, a dropdown will display to select the type of documented non-citizen.

Is this person a U.S. citizen?* ☐ Yes ☒ No

Is this person a Documented Non-Citizen?* ☒ Yes ☐ No

What type of Documented Non-Citizen is this person?* Select One

Select One

- Select One
- Refugee or Asylee
- Student or Work Visa
- Legal Permanent Resident or Other Legal Status
- Trafficking Victim

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Additional Consumer Information > Spouse

for presumptive eligibility

Additional Consumer Information

Is this person a U.S. Citizen? * ☐ Yes ☒ No

Is this person a Documented Non-Citizen? * ☐ Yes ☐ No


Is this person married? * ☒ Yes ☐ No

Spouse's First Name *

Spouse's Middle Initial

Spouse's Last Name *

Spouse's SSN

Spouse's Date of Birth 

* Gender * ☐ Male ☐ Female

[Withdrawal Request](#) [Back](#) [Save and Continue](#)

If the consumer indicates they are married text box fields display requesting:

- Spouse's First and Last Name
- Spouse's Date of Birth
- Gender

There is a field requesting the Spouse's Social Security Number but this is not mandatory.

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Information

When a consumer or spouse is the parent or caretaker of a child under the age of 19, the Caretaker Medical page displays.

The following questions are found on this page:

- Pregnancy
- Number of Children in the Home
- Parents of Children
- Gross Monthly Income
- Tax Information

for presumptive eligibility

Caretaker Medical Information

Is this person pregnant?*: ☐ Yes ☒ No

Number of Minor children in the home*:

Do you live with a parent of any of these children?*: ☐ Yes ☐ No

Gross Monthly Household Income (before taxes and deductions)*:

Tax Information:
You will need to ask some questions about the applicant's Federal Income Tax Return. The applicant needs to answer these questions based on what his or her situation is now.

Will you file a Federal Income Tax Return this year?*: ☐ Yes ☐ No

What is the Gross Monthly Income of the dependents?*:

Does someone else plan to file and claim the applicant as a dependent?*: ☐ Yes ☐ No

[Withdrawal Request](#) [Back](#) [Save and Continue](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Information > Pregnancy


There are several dynamic questions on this page. If Yes is selected for the Is this person pregnant question, the following display:

- Text box for the Due Date
- Dropdown to select the number of babies she's carrying

for presumptive eligibility

Caretaker Medical Information

Is this person pregnant? * ☒ Yes ☐ No

Due Date: * 

How many babies are expected? *

Number of Minor children in the home *

Do you live with a parent of any of these children? * ☐ Yes ☒ No

Gross Monthly Household Income (before taxes and deductions) *

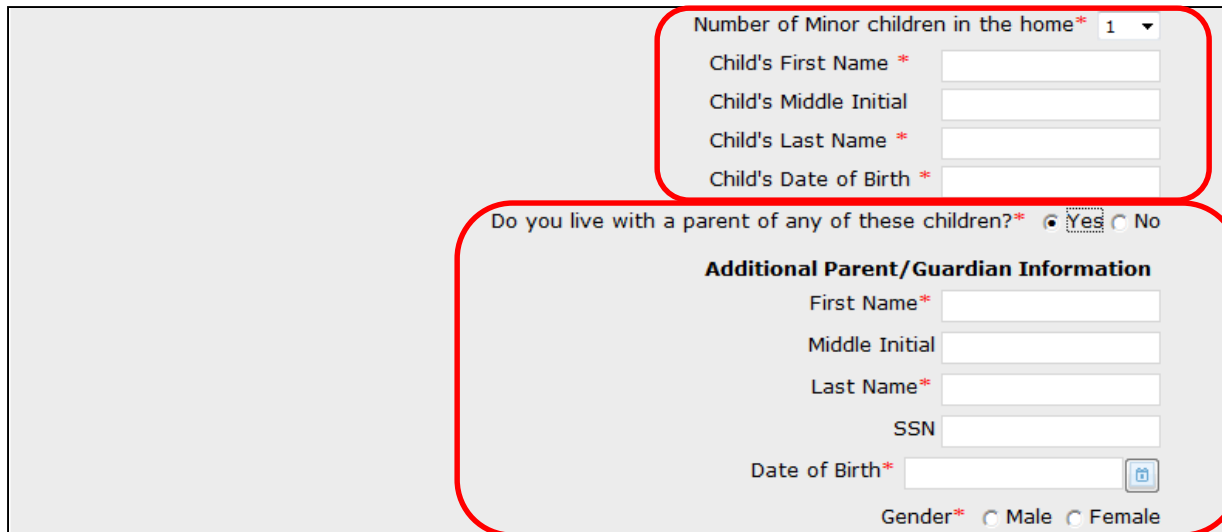
Tax Information:
You will need to ask some questions about the applicant's Federal Income Tax Return. The applicant must answer these questions based on what his or her situation is now.

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Info > Children & Parents

Additional fields display when the following are living in the home:

- Children
- Parent or Guardian



Number of Minor children in the home* 1 ▼

Child's First Name*

Child's Middle Initial

Child's Last Name*

Child's Date of Birth*

Do you live with a parent of any of these children?* ☒ Yes ☐ No


Additional Parent/Guardian Information

First Name*

Middle Initial

Last Name*

SSN

Date of Birth* 

Gender* ☐ Male ☐ Female

The following information is needed for each child living in the home:

- First and Last Name
- Date of Birth

The following information is needed for the parent/guardian when they live in the home. each child living in the home:

- First and Last Name
- Date of Birth
- Gender

Providing a Social Security Number is optional.

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Info > Parent/Guardian Info

In this situation, the Spouse's information is reentered since he is also the father of the child that resides in the home.

for presumptive eligibility

Caretaker Medical Information

Is this person pregnant?* ☐ Yes ☒ No

Number of Minor children in the home* 1 ▼

Do you live with a parent of any of these children?* ☒ Yes ☐ No


Additional Parent/Guardian Information

First Name* Jacob

Middle Initial

Last Name* Day

SSN 111-22-6548

Date of Birth* 06/06/1982 

Gender* ☒ Male ☐ Female

Gross Monthly Household Income (before taxes and deductions)* 800

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

The Tax Information section of this page has several dynamic questions as well. The core questions of this section concern whether the caretaker:

- Will file a Federal Tax Return
- Will claim dependents that aren't included on the Tool
- Be claimed by someone else as a dependent

The Gross Monthly Income of the other claimed dependents is also requested.

In most situations, the number of dependents the consumer will claim on their tax return will match the number of children in the home. If a consumer is claiming additional dependents that aren't part of the Tool, this needs to be captured as it may impact their eligibility.

Tax Information:
You will need to ask some questions about the applicant's Federal Income Tax Return. The applicant needs to answer these questions based on what his or her situation is now.

Will you file a Federal Income Tax Return this year?* ☒ Yes ☐ No

Will you claim other dependents not included in this application?* ☐ Yes ☒ No

What is the Gross Monthly Income of the dependents?*

Does someone else plan to file and claim the applicant as a dependent?* ☐ Yes ☒ No

[Withdrawal Request](#) [Back](#) [Save and Continue](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

Additional dynamic fields display when the Caretaker reports that they:

- Won't file a tax return
- Will be claimed as a dependent by another tax filer

When this occurs, the following information is requested for the Tax Filer/Taxpayer:

- Name
- Relationship to Caretaker
- Number of Dependents Claimed
- Gross Monthly Income

Will you file a Federal Income Tax Return this year?* ☐ Yes ☒ No

What is the Gross Monthly Income of the dependents?*

Does someone else plan to file and claim the applicant as a dependent?* ☒ Yes ☐ No

What is the name of the taxpayer?*

What is the relationship of this taxpayer to the applicant?*

How many dependents does this taxpayer claim on their return?

Does the applicant know the Gross Income of this taxpayer?* ☐ Yes ☒ No

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

In this situation, the Spouse plans to file taxes and plans to claim the applicant as well as their child.

Does someone else plan to file and claim the applicant as a dependent? * ☒ Yes ☐ No

What is the name of the taxpayer? *

What is the relationship of this taxpayer to the applicant? *

How many dependents does this taxpayer claim on their return?

Does the applicant know the Gross Income of this taxpayer? * ☒ Yes ☐ No

What is the Gross Monthly Income of the taxpayer? *

[Withdrawal Request](#) [Back](#) [Save and Continue](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Health Plan Choice


Health Plan Choice is the next page. Use this page to indicate which KanCare health plan the parent or caretaker selects.

for presumptive eligibility

Health Plan Choice

If approved for medical assistance, your services will be provided by KanCare, if applicable. There are three KanCare health plans to choose from. Please review the Health Plan Highlights and choose your plan. If you do not choose, a plan will be assigned for you. You will have at least 90 days to change your plan. Check the button next to your choice.

[Click here to learn about the KanCare Health Plans *](#)


☐ Choose AmeriGroup


☐ Choose Sunflower


☐ Choose UnitedHealthcare

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Summary

The Summary page is next. All of the data entered on the following pages is displayed:

- Primary Applicant
- Customer Information
- Additional Customer Information
- Caretaker Medical Information

QE staff need to thoroughly review this page to ensure that all of the data is correct. If an error is found, click the Edit button for the appropriate page to enter the correct information.

Once all the information is correct, click the Calculate button to determine if the parent or caretaker qualifies for PE.

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Summary > Primary Applicant Information

Primary Applicant Information is the first part of the Summary page. Use the Edit button to correct or add information to the Primary Applicant.

Summary

Primary Applicant Information

Date of PE Application: 05/16/2015

First Name: Sunny

Middle Name:

Last Name: Day

Social Security Number: 222-32-6546

Date of Birth: 05/05/1984

Address Line 1: 222 NW Grove

Address Line 2:

City: Topeka

State: KS

County: SHAWNEE

Zip Code: 66606

Home/Alternate Phone Number:

Cell Phone Number:

Work Phone Number:

Is this person applying for PE?: Yes

Edit

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Summary > Customer Information

Customer Information and Additional Customer Information are the next sections displayed. Use the Edit button in either section to correct information as needed.

Customer Information

Date of PE Application:
First Name: Sunny
Middle Name:
Last Name: Day
Social Security Number: 222-32-6546
Date of Birth: 05/05/1984
Address Line 1: 222 NW Grove
Address Line 2:
City: Topeka
State: KS
County: SHAWNEE
Zip Code: 66606
Home/Alternate Phone Number:
Cell Phone Number:
Work Phone Number:
Is this person applying for PE?:
Is this person the Parent/Caretaker of a child under the age of 19? * Yes
Is this person living with a spouse who is a Parent/Caretaker of a child who is under 19? *
Was this person in Kansas foster care at the time of their 18th birthday? * No
Has this person been diagnosed with breast or cervical cancer by Early Detection No Works (EDW) entity? *
Which EDW Entity Completed the screening? * Y
Date screening was completed *
Is this person receiving continuous treatment?
Is this person covered by comprehensive health insurance, including Medicare?
List Plan

Edit

Additional Customer Information

Is this person a U.S. Citizen? Yes
Is this person a Documented Non-Citizen? No
What type of Documented Non-Citizen is this person?
How long has this person been a Legal Permanent Resident or other legal status?
Is this person married? Yes
Spouse's First Name Jacob
Spouse's Middle Initial
Spouse's Last Name Day
Spouse's SSN 111226548
Spouse's Date of Birth 06/06/1982
Gender Male

Edit

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Summary > Caretaker Medical Information

The last section of the Summary Page is the Caretaker Medical Information. Once again, the Edit button can be used to change or update any of the Caretaker's information. If everything on the Summary page is correct, click Calculate or the Complete Another PE Adult button if the other parent wants to apply for PE.

Caretaker Medical Information

Is this person pregnant? No

Due Date:

How many babies are expected? 0

Number of Minor children in the home

Do you live with a parent of any of these children?

Additional Parent/Guardian Information

First Name Jacob

Middle Initial

Last Name Day

SSN 111-22-6548

Date of Birth 06/06/1982

Gender

Gross Monthly Household Income (before taxes and deductions) 800.0

Will you file a Federal Income Tax Return this year? No

Will you claim other dependents not included in this application? No

How Many? 0

What is the Gross Monthly Income of the dependents? 0.0

Does someone else plan to file and claim the applicant as a dependent? Yes

What is the name of the taxpayer? Jacob Day

What is the relationship of this taxpayer to the applicant? Spouse

How many dependents does this taxpayer claim on their return? 2

Does the applicant know the Gross Income of this taxpayer? Yes

What is the Gross Monthly Income of the taxpayer? 800.0

Calculate

Complete Another PE Adult

Edit

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Results Page

The Results page is displayed. On this page the:

- Results column indicates if the consumer was approved or denied for PE Adult coverage.
- Reason/Type column indicates the consumer's coverage type or the reason they were denied.

for presumptive eligibility

Results

DENIED:

First Name	Last Name	Date of Birth	Result	Reason/Type
Sunny	Day	05/05/1984	Denied	Not Eligible for PE Adult

Back Accept Results

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Results Page

At this point, you can choose to click one of the following buttons:

- Accept Results as the PE Tool data and determination are correct
- Back button to return to the Summary page
 - Review the data to ensure it's correct
 - Edit the appropriate page if needed

for presumptive eligibility

Results

DENIED:

First Name	Last Name	Date of Birth	Result	Reason/Type
Sunny	Day	05/05/1984	Denied	Not Eligible for PE Adult

[Back](#) [Accept Results](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page

The Confirmation Page displays after the results of the PE Tool have been accepted. An important field on this page is the confirmation number. This number will be displayed on all PE forms as well as the accompanying KanCare application when it's filed through the MCSSP.

Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.
Your confirmation number is 101385

First Name	Last Name	Result	Reason/Type
Sunny	Day	Denied	Not Eligible for PE Adult

English:

Print Notice

Release Form

Spanish:

Print Notice

Release Form

Complete PE-Children

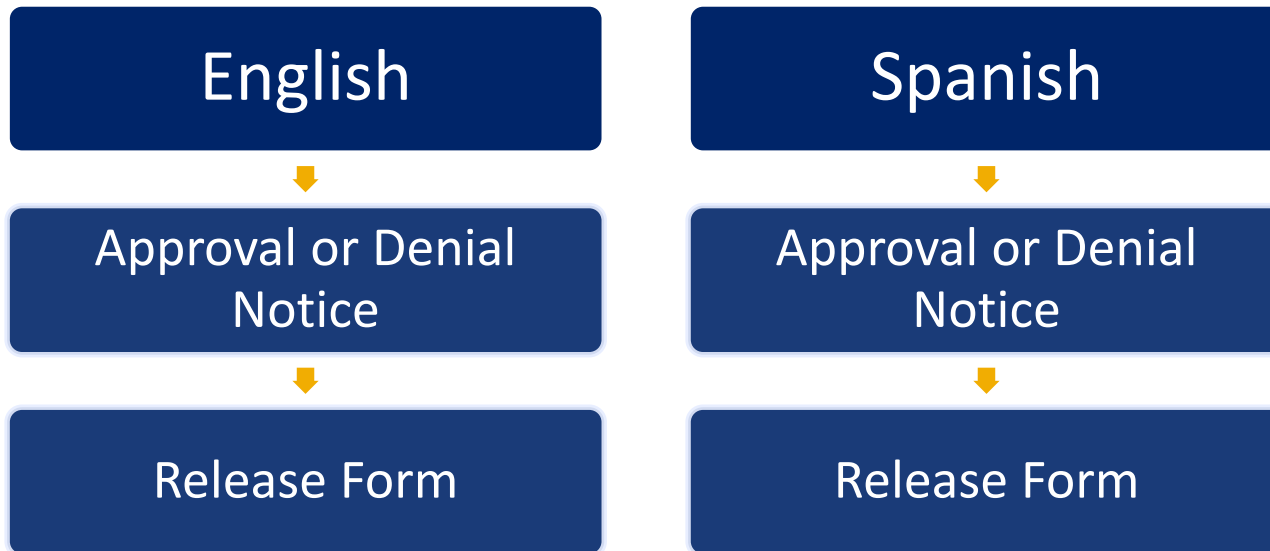
Complete PE-Pregnant Woman

Complete KanCare Application

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page

In addition to the pregnant woman's name, result, and reason/type the Confirmation page allows staff to print the following:




Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page > Notices

Remember that when a PE Tool is completed, a consumer should always be given a copy the approval or denial notice. A copy of the PE Tool notice must be faxed to the KanCare Clearinghouse.

Division of Health Care Finance
Landon State Office Building
900 SW Jackson Street, Room 900-N
Topeka, KS 66612



Kansas
Department of Health & Environment

Phone: 785-296-3681
Fax: 785-296-4813
www.kdheks.gov/hof

Robert Moser, MD, Secretary

Sam Brownback, Governor

Presumptive Eligibility for Adults: Denial

Sunny Day
222 NW Grove
Topeka, KS 66606

Dear Sunny

You are not eligible for KanCare under the Presumptive Eligibility for Adult program for the reason indicated below.

Individual's Name (First, Middle Initial, Last Name)	Date of Birth	Denial Reason
Sunny Day	05/05/1984	Not Eligible for PE Adult

Important! A presumptive eligibility determination is a simplified decision based on information gathered today. An eligibility determination made by the KanCare Clearinghouse may have different results. Be sure to continue with the application process. You may qualify for other health coverage programs.

If you submitted an application, it will be sent to the KanCare Clearinghouse. The Clearinghouse will contact you when a decision is made about your eligibility for health coverage. They will also contact you if they need more information.

If you have questions about the application or eligibility process, please contact the KanCare Clearinghouse at 1-800-792-4884.

Qualified Entity Name: Via Christi-St. Francis Campus

PE Determination Site: Via Christi-St. Francis Campus

Qualified Entity Staff Name:

Signature of Qualified Entity Staff: _____ Date: _____

Page 1 of 1

PE Determination #: 1007840

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page > Release Form

Continue to use the Release Form in the PE Tool when a consumer wants QE Staff to communicate with the KanCare Clearinghouse about her application. This too must be faxed to the KanCare Clearinghouse.

Division of Health Care Finance
Landon State Office Building
900 SW Jackson Street, Room 900-N
Topeka, KS 66612

Kansas
Department of Health & Environment

Phone: 785-296-3681
Fax: 785-296-4813
www.kdheks.gov/hcf

Robert Moser, MD, Secretary
Sam Brownback, Governor

In Regards to:
Client Name: Sunny Day
Client ID or SSN: 222-32-6546

Authorization for Release of
Protected Health Information
Please fill in ALL Blanks

I, Sunny Day, hereby authorize the use of disclosure of my health information as described in this authorization.

1. Specific person/organization (or class of persons) authorized to provide the information:
Kansas Department of Health and Environment(KDHE) & Division of Health Care Finance (DHCF)

2. Specific person/organization (or class of persons) authorized to receive and use the information:
Via Christi-St. Francis Campus

3. Specific and meaningful description of the information:
Please describe the information you wish DHCF and DCF to disclose, for example:

☐ Written, electronic and oral information related to eligibility for benefits for the time period commencing on 05/16/2015 date and continuing through 05/15/2016 date.

☐ Written, electronic and oral information including claims, reports, and other documents related to claims for benefits for an injury or illness commencing on 05/16/2015 date and continuing through 05/15/2016 date.

☐ Written, electronic and oral information relating to payment or lack of payment of benefits to Via Christi for services rendered on 05/16/2015 date.

☐ Other:

4. Purpose of the request:
Please state the purpose of the request below [For example, to discuss my benefits with the Benefits Administration staff so that I can better understand my benefits.] If you do not wish to state a purpose, please state, "At the request of the individual."
At the request of the individual

5. Right to Revoke: I understand that I have the right to revoke this authorization at any time by notifying the person/organization listed in number 1 above in writing at

revocation under this authorisation will not be affected by a revocation.

Page 1 of 2 PE Determination #: 1007840

Division of Health Care Finance
Landon State Office Building
900 SW Jackson Street, Room 900-N
Topeka, KS 66612

Kansas
Department of Health & Environment

Phone: 785-296-3681
Fax: 785-296-4813
www.kdheks.gov/hcf

Robert Moser, MD, Secretary
Sam Brownback, Governor

6. I understand that after this information is disclosed, federal law might not protect it and the recipient might disclose it again.

7. I understand that I am entitled to receive a copy of this authorization.

8. I understand that this authorization will expire on 05/15/2016 (insert an expiration date. If no date is inserted, the authorization will expire 12 months from the date entered in 9).

9. DHCF will not condition treatment, payment, enrollment or eligibility for health plan benefits on receipt of an authorization.

Signature of Individual _____ Date _____

If a Personal Representative executes this form, that Representative warrants that he/she has authority to sign the form on the basis of:

This authorization reflects the requirements of 45 CFR § 164.508(August 14, 2002).

Page 2 of 2 PE Determination #: 1007840

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page > Navigation

Once the PE Adult determination process is complete, staff may choose to complete a:

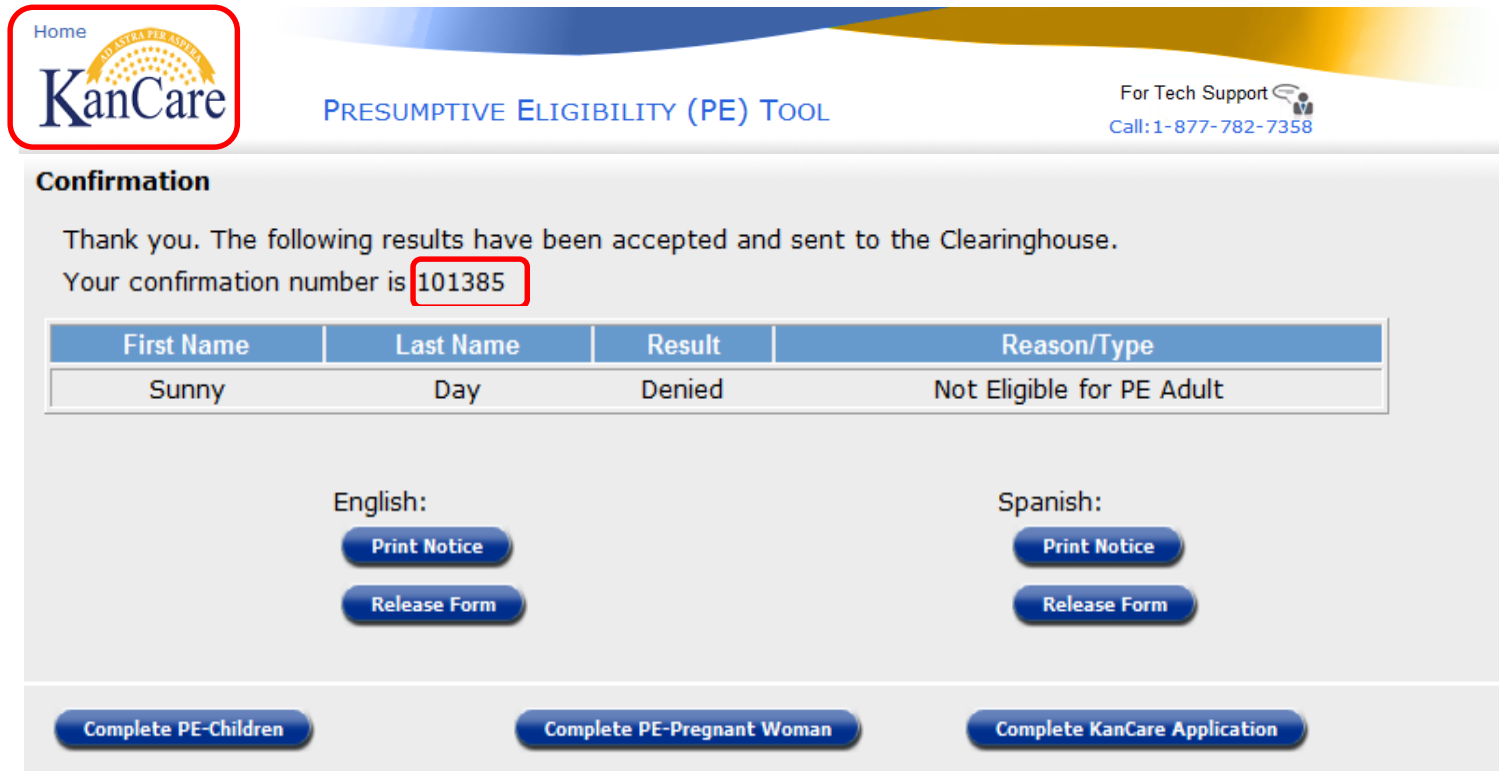
- PE Tool for Pregnant Women
- PE Tool for Children
- KanCare Application for the Adult and/or Household

Remember that information from the PE Adult Tool will auto-populate to the PE PW Tool, PE CH Tool, and the Medical Consumer Self-Service Portal (MCSSP) KanCare application.

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Confirmation Page > Navigation

You can also click the KanCare logo in the left-hand corner of the page. This will return the user to the Overview page.



The screenshot shows the 'Presumptive Eligibility (PE) TOOL' interface. At the top left is a 'Home' link and the KanCare logo, which is highlighted with a red rectangle. To the right of the logo is the text 'PRESUMPTIVE ELIGIBILITY (PE) TOOL'. Further right is a 'For Tech Support' link with a phone icon and the number 'Call: 1-877-782-7358'. Below this is a 'Confirmation' section with the text: 'Thank you. The following results have been accepted and sent to the Clearinghouse. Your confirmation number is 101385', where the number is highlighted with a red rectangle. Below the text is a table with four columns: 'First Name', 'Last Name', 'Result', and 'Reason/Type'. The table contains one row with the data: 'Sunny', 'Day', 'Denied', and 'Not Eligible for PE Adult'. Below the table are two columns of buttons. The left column is labeled 'English:' and contains 'Print Notice' and 'Release Form' buttons. The right column is labeled 'Spanish:' and contains 'Print Notice' and 'Release Form' buttons. At the bottom of the page are three buttons: 'Complete PE-Children', 'Complete PE-Pregnant Woman', and 'Complete KanCare Application'.

Home

KanCare

PRESUMPTIVE ELIGIBILITY (PE) TOOL

For Tech Support
Call: 1-877-782-7358

Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.
Your confirmation number is 101385

First Name	Last Name	Result	Reason/Type
Sunny	Day	Denied	Not Eligible for PE Adult

English:

Print Notice

Release Form

Spanish:

Print Notice

Release Form

Complete PE-Children

Complete PE-Pregnant Woman

Complete KanCare Application

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Alternative Tool Navigation

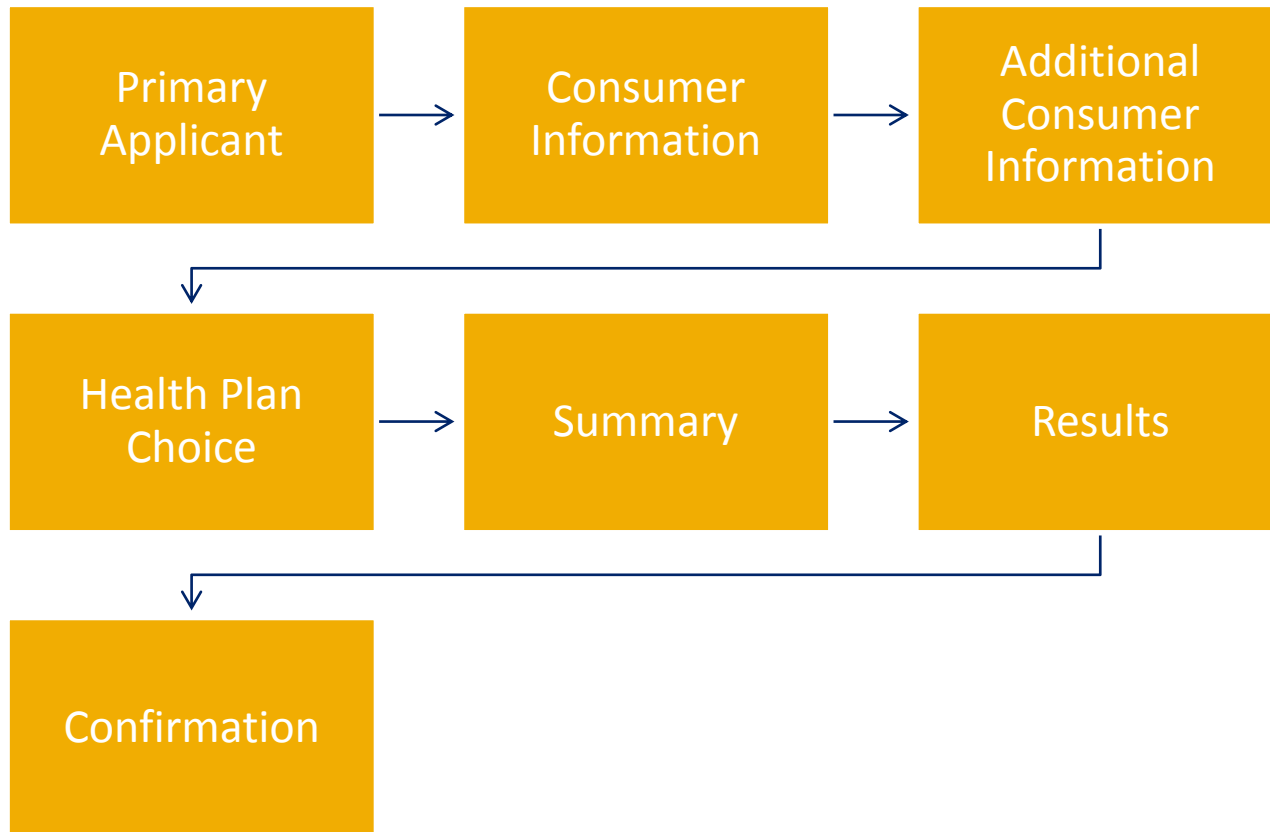
Consumers who answer Yes to either of the questions listed below will have less pages of the PE Adult Tool to complete when children under the age of 19 aren't in the home:

- Was this person in Kansas foster care at the time of their 18th birthday?
- Has this person been diagnosed with breast or cervical cancer by Early Detection Works (EDW) entity?

Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Alternative Tool Navigation

The workflow for these two groups is displayed in the following graphic.



Presumptive Eligibility Tool ILT: Adult

Lesson 3: Summary

Lesson 3 is now complete. In this lesson, information regarding the PE Adult Tool was reviewed, including the:

- Tool Page Flow
- Tool Pages
- Page Requirements
- Navigation from the Tool

The Medical Consumer Self-Service Portal (MCSSP) will be discussed next.



Presumptive Eligibility Tool ILT: Adult

Agenda

- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE Adult
- **Lesson 4: MCSSP**
- Lesson 5: Administrative Features



Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP

Once the PE Tool determination has been accepted and the Confirmation page displays, you will have the option to navigate to the Medical Consumer Self-Service Portal (MCSSP) to help the consumer complete the KanCare application.

The screenshot shows the Medical Consumer Self-Service Portal (MCSSP) website. At the top, there is a navigation bar with a 'Home' link, a language dropdown set to 'English', and a 'Go' button. The 'KanCare' logo is on the left, and the title 'MEDICAL CONSUMER SELF-SERVICE PORTAL' is in the center. On the right, there are login fields for 'User Name' and 'Password', with links for 'Forgot User Name', 'Forgot Password/PIN', 'Log In', 'Sign Up', and 'Help'.

Below the navigation bar, there is a section titled 'Information Links' on the left, which includes links for 'Contact Information', 'Program Information', 'Frequently Asked Questions', 'How To Use This Site', 'Give Us Your Feedback', and 'Request Case Access'. The main content area features three large tiles: 'CHECK Eligibility' with an image of a man thinking, 'APPLY for Medical Assistance' with an image of a pregnant woman and child, and 'ACCESS my KanCare' with an image of four children. Each tile has a brief description of the action.

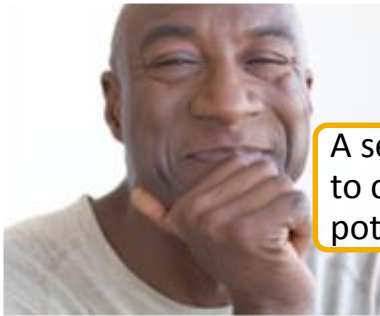
At the bottom of the page, a note states: 'This website is best viewed on Internet Explorer.'

Presumptive Eligibility Tool ILT: Adult

Lesson 4: PE Tool Basics > Login Page > MCSSP Links

An overview of the different sections of the MCSSP is listed below.

Check Eligibility



A self-assessment
to check for
potential eligibility.

Apply for Medical Assistance



Web-based application
for all medical programs.

Access my KanCare



Access to submitted
MCSSP applications.

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Benefits

There are several benefits to applying through the MCSSP. When the MCSSP is used immediately following the PE Tool determination:

- Information from the Tool, such as Names, Dates of Birth, and Social Security Numbers, auto-populates the MCSSP application.
- The MCSSP's Confirmation Number matches that of the PE Tool, thereby linking them together.

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Sign Up Page

In order to complete an application through the MCSSP, the consumer must sign up. A consumer must have an email account, so it will be necessary to help them set one up in some situations.

for presumptive eligibility

Sign Up

If you are applying on behalf of someone else, please read the following rules by clicking [here](#)

You will be automatically be logged in upon successful sign up.

*** Red asterisk indicates required**

User Name * The username cannot contain special characters, such as, <>, #, |, &, ~, ?, (), {}, %, or *.

Password * The password must be at least eight characters and contain at least one number or special character.

Confirm Password *

Select secret questions for which you know the answer. If you forget your password, you will be asked to answer these questions to recover your password.

First Secret Question *

Answer *

Second secret question *

Answer *

The following information is needed to set up an account in the MCSSP:

- User Name
- Password
- Confirm Password
- 1st Secret Question and Answer
- 2nd Secret Question and Answer

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Sign Up Page

The MCSSP User Name can't contain any special characters (# & * < % >).

The Password must be:

- 8 characters
- Contain 1 special number or special character

for presumptive eligibility

Sign Up

If you are applying on behalf of someone else, please read the following rules by clicking [here](#)

You will be automatically be logged in upon successful sign up.

* Red asterisk indicates required

User Name * The username cannot contain special characters, such as, <>, #, |, &, ~, ?, (), {}, %, or *.

Password * The password must be at least eight characters and contain at least one number or special character.

Confirm Password *

Select secret questions for which you know the answer. If you forget your password, you will be asked to answer these questions to recover your password.

First Secret Question *

Answer *

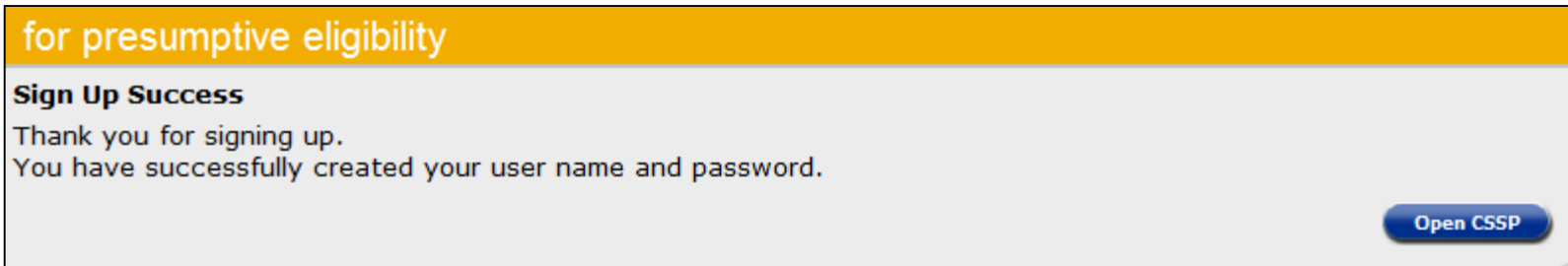
Second secret question *

Answer *

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Sign Up Page

A message will display when a new MCSSP account has been set up successfully. After this, you can assist the consumer through the MCSSP KanCare application.

A screenshot of a web interface showing a success message. At the top, there is a yellow banner with the text "for presumptive eligibility" in white. Below the banner, the text "Sign Up Success" is displayed in bold. Underneath, it says "Thank you for signing up." and "You have successfully created your user name and password." In the bottom right corner, there is a blue button with the text "Open CSSP" in white.

for presumptive eligibility

Sign Up Success

Thank you for signing up.
You have successfully created your user name and password.

Open CSSP

Click the Open CSSP button to return to the MCSSP Homepage. The consumer will need to enter their User Name and Password to open the MCSSP.

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Sign Up Page

An Overview page displays first. This page explains how the consumer's information will be used as well as what information will be needed in order to determine their eligibility for KanCare.

The Information Links Menu to the left can be accessed at anytime.

Information Links	APPLY For Medical Assistance
Contact Information Program Information Frequently Asked Questions How To Use This Site Give Us Your Feedback Request Case Access	<p>Let's get started</p> <p>Here are some things to know before you start the application.</p> <p>Your information is private.</p> <ul style="list-style-type: none"> We'll keep your information private as required by law. We'll use the information on this application only to see if you qualify for medical assistance. If you are not approved for KanCare, we may send your information to the Federal Health Insurance Marketplace. They will see if you can get other help paying for medical assistance. <p>We will be asking you questions about you and the people in your home. We will need information on how much money you have and the bills you pay. It is helpful if you have a pay stub and the bills you pay like rent, utilities and child care with you when you are filling out the application.</p> <p>The additional information below may be needed to approve your application.</p> <ul style="list-style-type: none"> Employment and Income Information Social Security Numbers We need Social Security Numbers (SSNs) for everyone applying for medical assistance. An SSN is optional for people not applying for medical assistance, but providing an SSN can speed up the application process. We use SSNs to check income and other information to see who is eligible for help with medical assistance. If someone doesn't have a SSN call 1-800-772-1213 or visit www.socialsecurity.gov Dates of Birth Medical Expenses~ Immigration Documents Residency Identification Citizenship Last Year's Tax Return (if self-employed) Property/Assets~ Shelter Expenses~ <p>"These items are only needed if you are applying for the elderly or disabled.</p> <p>It may take 30 minutes or more to finish all the questions. After you finish the application you can submit it online.</p> <p>Before you can get medical assistance, the agency may need to get proof of some of the answers you have given. In some cases you will also need to talk with a worker over the phone or in person. We may call you or send you a letter about this.</p> <p>Back Continue</p>

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Instructions

The following page explains how to navigate throughout the MCSSP. The chevrons located at the top of the page indicate the topics of each section of the MCSSP. Beneath this is a progress bar that displays how much of the MCSSP application the consumer has completed.

We'll walk through one section of the application to get a feel for how it functions.

For Medical Assistance

Instructions

Welcome
Start Application
People
Job and School
Other Income
Expenses
Resources
Other
Submit Application

Percent Complete: 1%

The tabs above tell you what kind of questions we will be asking. You will not have to answer all the questions. It is best to answer as many questions as you can. The bar below the tabs tells how close you are to finishing the application.

You'll see some questions with a star - next to them. You must answer these questions before you can go on to the next page.

☐

Check this box next to the item you want to select.

☐

Check this button next to the item you want to select.

Save and Continue

The Save and Continue button takes you to the next page.

Back

The Back button takes you to the page before the one you are on now.

Edit

The Edit button takes you to a person's information so you can make changes.

[Link Text](#)

Text that is underlined and blue is a hyperlink. Clicking this text will direct you to another web page.

Submit Application

The Submit Application button sends your application. When you click this button, The application is sent to the correct office location.

OK. Let's start the application.

Back
Continue

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Primary Applicant Information

Like the PE Tools, the first page of the MCSSP is Primary Applicant Information.

Information the consumer entered when signing up for the MCSSP auto-populates on the Primary Applicant's Information Page.

Select the County Code from the dropdown menu in the Home and Mailing Address sections.

Primary Applicant's Information

First Name *	Middle Name/Initial	Last Name *	Suffix (Jr., Sr., etc.)	Maiden Name	Date of Birth (mm/dd/yyyy): *
Sally		Sue			01/01/1980

Contact Information

Home Phone Number (999) 999-9999
(785)847-9852

Message/Cell Phone Number

Work Phone Number

Is it ok to call you at work? ☐ Yes ☐ No

Where are you applying from?

Personal Email Address (example@abc.com) *
Ssue@yahoo.com

I would like to learn that I have important information waiting for me at the message center through:
☒ Personal Email

Address Information

Home Address Line 1 *
123 NW KNOX AVE

Home Address Line 2

City *
TOPEKA

State *
Kansas

County *
Select One

Zip Code (#####) *
66606

Is your mailing address the same as your home address? *
☒ Yes ☐ No

Address Information

Mailing Address Line 1 *
123 NW KNOX AVE

Mailing Address Line 2

Mailing City *
TOPEKA

Mailing State *
Kansas

Mailing County *
Select One

Mailing Zip Code (#####) *
(99999)

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Tell Us More and Background Information

Tell Us More and Background Information pages will need to be completed for every member of the primary applicant's household.

Information needed in this section includes:

- Applying for Self
- SSN
- Alias Names
- Language Spoken
- Language Read
- Other Communication Needs

For Medical Assistance

Tell us More

Welcome Start Application People Job and School Other Income Expenses Resources Other Submit Application

Percent Complete: 22.0%

Please tell us more about yourself.

Sally Sue

Are you applying for yourself? ☐ Yes ☐ No

Social Security Number (i.e.123-45-6789):

Are you known by another name? ☐ Yes ☐ No

[Back](#) [Save and Continue](#)

For Medical Assistance

Background Information

Welcome Start Application People Job and School Other Income Expenses Resources Other Submit Application

Percent Complete: 22.0%

Please tell us more about yourself.

Sally Sue

What language do you speak at home?

What language do you read at home?

Do you have other communication needs?

[Back](#) [Save and Continue](#)

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Start Application Summary

After all the pages of a section have been completed, a Summary page will display. Check all of the data entered to ensure it's correct. If information is missing or needs to be corrected, click the Edit button in the appropriate section. When all of the information on the Summary screen is correct, click Save and Continue to proceed with the application.

Start Application Summary

Welcome
Start Application
People
Job and School
Other Income
Expenses
Resources
Other
Submit Application

Percent Complete: 22.0%

Show All | Hide All

Tell us More

Gally Sue

Hide Details

Are you applying for yourself?* No
Are you male or female?* Female
Social Security Number (i.e.123-45-6789): 111-22-1235
We need Social Security Numbers (SSNs) for everyone applying for medical assistance. A SSN is optional for people not applying for medical assistance, but providing a SSN can speed up the application process. We use SSNs to check income and other information to see who is eligible for help with medical assistance. If someone doesn't have a SSN call 1-800-772-1213 or visit www.socialsecurity.gov .
Are you known by another name? No

Edit

Background Information

Gally Sue

Hide Details

What language do you speak at home? English
What language do you read at home? English
Do you have other communication needs?

Edit

Save and Exit

Save and Continue

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Progressing Through the Application

Adding information about all of the people living in the primary applicant's home follows. Once all persons have been added, the application will progress through each section. Answer all questions that apply to the household. At any point in the process, the Save and Exit button can be used, allowing the consumer to complete and submit the application at a later time.

For Medical Assistance

Information about the people living in your home

Welcome

Start Application

People

Job and School

Other Income

Expenses

Resources

Other

Submit Application

Percent Complete: 33.0%

Primary Applicant Sally Sue

Is anyone else in your home?

Save and Exit

Add Another Person

Save and Continue

Presumptive Eligibility Tool ILT: Adult

Lesson 4: MCSSP > Summary

Lesson 5 presented information concerning the MCSSP KanCare application including the:

- Benefits
- Sign Up Process
- Navigation

Administrative Features of the PE Tool will be discussed in our last lesson.



Presumptive Eligibility Tool ILT: Adult

Agenda

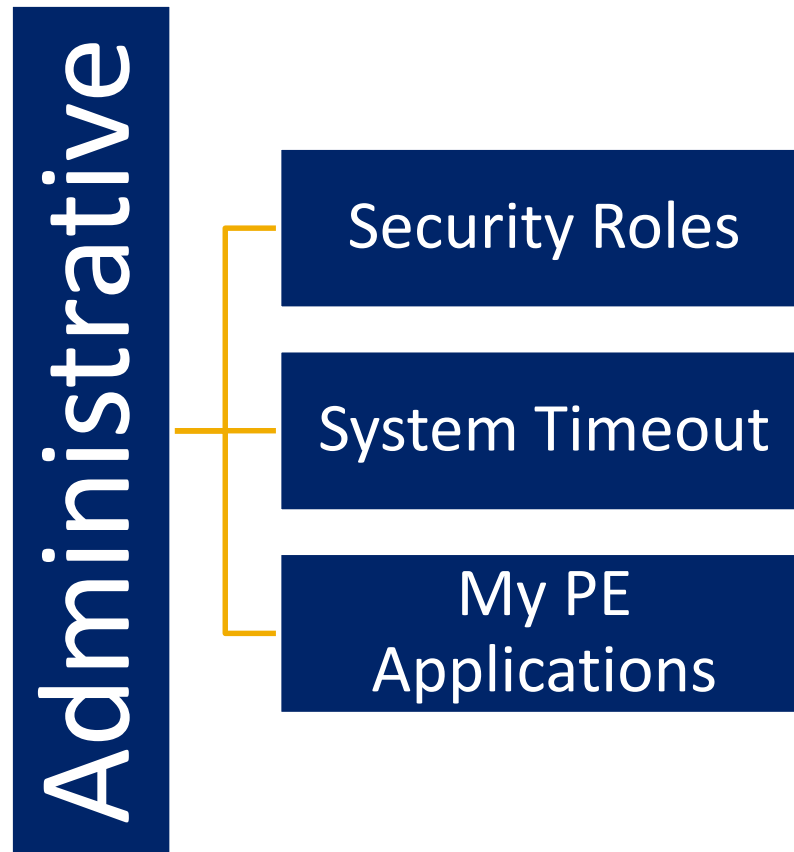
- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE Adult
- Lesson 4: MCSSP
- **Lesson 5: Administrative Features**



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Lesson 5: Administrative Features

In addition to completing PE determinations the Tool has several administrative features which are important to know.



Presumptive Eligibility Tool ILT: Adult

Lesson 5: Administrative Features > Security Roles

There are 2 PE security roles for Qualified Entity staff.

QE Staff

- Access to the PE Tool
- Ability to view PE Tools they have worked on

QE Supervisor

- Access to the PE Tool
- Ability to view all PE Tools completed by staff at their QE agency

Presumptive Eligibility Tool ILT: Adult

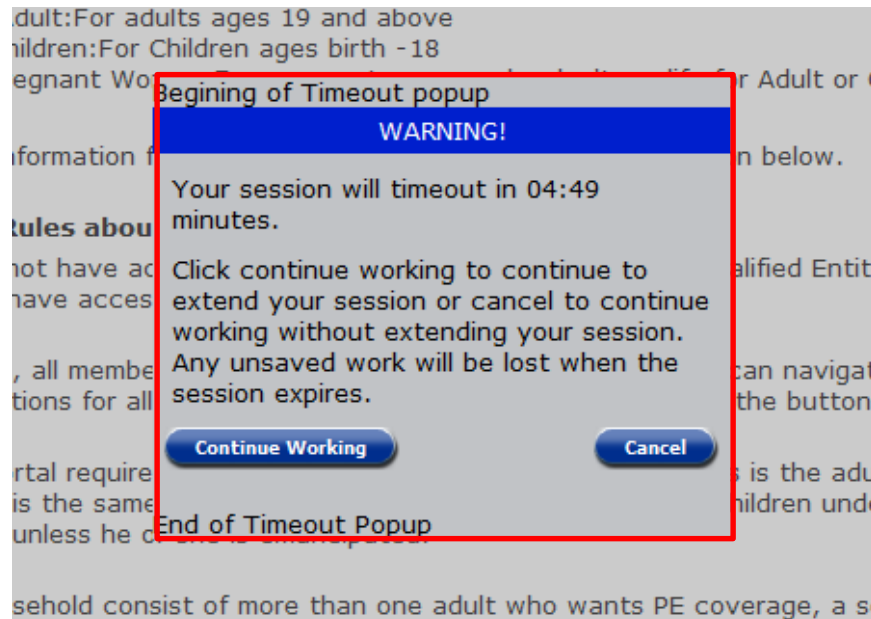
Lesson 5: Administrative Features > Security Roles

An additional security role of QE Superuser is assigned to Policy and Eligibility staff. This role provides Policy and Eligibility staff with access to the PE Tools created by all Qualified Entities.

Presumptive Eligibility Tool ILT: Adult

Lesson 5: Administrative Features > System Timeout

Another important feature to be aware of is System Timeout. The PE Tool will automatically timeout a user when there's been no activity for 25 minutes. It will provide you with a warning message 5 minutes prior to timeout. Clicking the 'Continue Working' button will stop the timeout process. If the button isn't clicked, the timeout will occur, returning the user to the Log-in page.



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Lesson 5: Administrative Features > System Timeout

The system will not automatically save the last page you accessed if new data was entered. However, any work completed on prior pages will be saved. Upon logging back in, the system will always bring you to the Presumptive Eligibility (PE) Overview page rather than where you left off.

Presumptive Eligibility Tool ILT: Adult

Lesson 5: Administrative Features > My PE Applications

The My PE Applications is a link that can be accessed once a user is logged into the Tool. This feature allows a user to view all of the PE Tools they have worked on.

Information

- Policy & Training
- Customer Self-Service Portal
- Customer Release Form
- Change Password
- My PE Applications**

DETAILS

My PE Applications

Search by Date of Service:

From: * 04/22/2015 To: * 05/06/2015

Status: Select One

Last Name:

PE Tool: Select One

Search

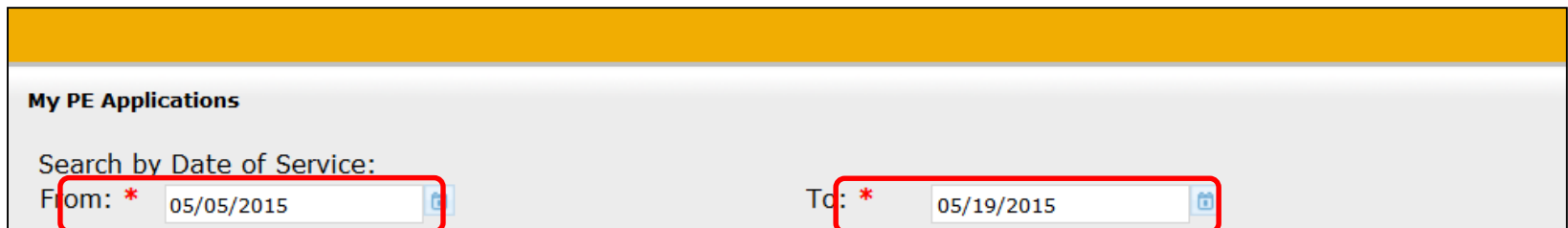
PE Application Date	First Name	Last Name	PE Tool	User Role	Status	Submit By Date
---------------------	------------	-----------	---------	-----------	--------	----------------

This website is best viewed on Internet Explorer.

Presumptive Eligibility Tool ILT: Adult


Lesson 5: Administrative Features > My PE Applications


The From and To fields in Search by Date of Service are populated with default values. QE staff can change these dates to expand or narrow their search by using the text box feature or clicking on the calendar icon.



My PE Applications

Search by Date of Service:

From: * 05/05/2015 

To: * 05/19/2015 

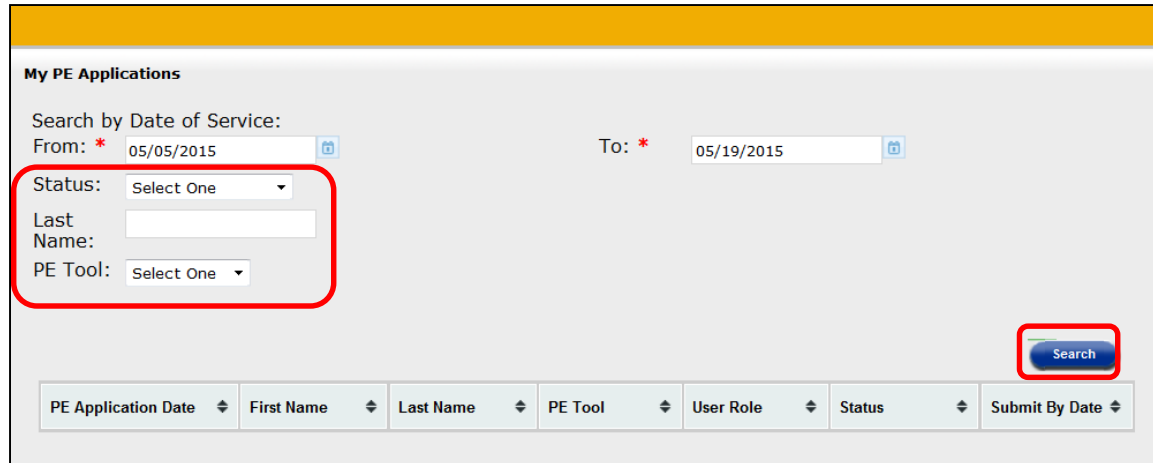
Presumptive Eligibility Tool ILT: Adult

Lesson 5: Administrative Features > My PE Applications

Additional values that can be used to search are:

- Status
 - Incomplete
 - Denied
 - Approved
 - Approved/Denies
 - Expired
- Last Name of Primary Applicant
- PE Tool Type
 - PW
 - CH
 - Adult

Click the Search button when all of the criteria has been entered.



My PE Applications

Search by Date of Service:
From: * 05/05/2015 To: * 05/19/2015

Status: Select One
Last Name:
PE Tool: Select One

Search

PE Application Date	First Name	Last Name	PE Tool	User Role	Status	Submit By Date
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Presumptive Eligibility Tool ILT: Adult

Lesson 5: Administrative Features > My PE Applications

When more than one result is returned, arrows or carets located in the column headers can be used to redisplay the data from bottom to top and vice versa.

My PE Applications

Search by Date of Service:
 From: * 05/05/2015 To: * 05/19/2015
 Status: Select One
 Last Name:
 PE Tool: Select One

Search

PE Application Date	First Name	Last Name	PE Tool	User Role	Status	Submit By Date
05/16/2015	Sunny	Day	AD	PE-QE SuperUser	Denied	05/16/2015
05/06/2015	Rose	Lane	CH	PE-QE SuperUser	APPROVED	05/06/2015
05/06/2015	Merry	Thyme	PG	PE-QE SuperUser	Approved	05/06/2015

Presumptive Eligibility Tool ILT: Adult

Wrap up

In this course, we learned about:

- Goals of Presumptive Eligibility
- Basics of the PE Tool
- PE for Pregnant Woman Tool
- PE for Children Tool
- Medical Consumer Self-Service Portal
- Various Administrative Features in the Tool



Presumptive Eligibility Tool ILT: Adult Questions

If you have further questions regarding the Presumptive Eligibility program, please email them to Training@KEES.KS.gov .

